

Job Description

Job Title: Occupational Therapist and Therapies Lead

Responsible to: Allied Healthcare Professional Lead

Accountable to: Director of Care and Deputy CEO

Job Purpose:

The post holder will bring their professional Occupational Therapy skills and Allied Health Professional (AHP) perspective, informed by their expertise and experience, on health and care issues to underpin the work across the Acorns sites and integrating with the wider system.

As a therapy leader they will lead and support the development and delivery of the AHP services, ensuring its effectiveness and equitability across Acorns. The postholder will work collaboratively with the Allied Healthcare Professional Lead and other key clinical leaders across the organisation, in an integrated approach to deliver quality, safety and continuous improvement focusing on ensuring positive experiences for Children, Young people and their families in need of palliative care.

The postholder will use their clinical expertise to develop the Acorns Occupational Therapy service offer and to deliver holistic Occupational Therapy care and support to babies, children and young people (BCYP) with palliative and end of life care needs and their families

Main Duties:

1. Work in accordance with your Registered Bodies Code of Professional Practice/ Standards and Scope of Professional Practice remaining professionally and legally accountable.
2. To be responsible for the development of AHP services in line with strategic objectives
3. To be responsible for the line management of the therapy establishment with support from the Allied Healthcare Professional Lead
4. Collaborate in the development and communication of a vision for the AHP programme including therapies within Acorns, to increase AHP voice, visibility and impact.
5. Provide professional expertise, insight and strategic support to the leadership team.
6. Support the delivery of the new Acorns strategy, through the provision of AHP insight, expertise and knowledge, across workforce, quality, safety and experience.
7. Provide strategic and professional leadership for AHP professions as delegated by the Allied Healthcare Professional Lead, acting as a point of contact and/or advice on professional issues, across the workforce, quality, safety, experience agenda.
8. Ensure the principles of openness, transparency and candor are observed and upheld in all working practices.
9. Produce and evaluate qualitative and quantitative data from the services offered to evidence the quality of the AHP services provided by Acorns.
10. To provide OT assessment, treatment, intervention and advice to babies, children, young people and their families living with life limiting and life threatening conditions in both hospice and community settings.

11. To provide Occupational Therapy expertise to the care team and advise team members on how to support OT goals within moment-to-moment care, including advising on 24-hour postural management, equipment to support posture and independence in daily living (e.g. sleep, seating and bathing) and support for sensory needs.
12. To promote delivering specialist training to care staff including training in 24-hour postural management and use of equipment related to postural care in collaboration with physiotherapists
13. To advise on the suitability of equipment to support independence and safe manual handling within hospice and community settings and provide expert advice for the procurement of new and replacement equipment.
14. To work in collaboration with the care team to review holistic care needs and contribute to care plans
15. To lead by example ensuring completion of relevant risk assessments, policies and procedures working with the wider MDT as appropriate.
16. To ensure that all risks associated with care delivery relevant to the care setting are managed effectively and that all incidents are reported promptly following the Policy and Procedure
17. To be responsible for your own on-going practice development and lifelong learning by adopting a reflective approach to personal practice; participating in appraisal, clinical and safeguarding supervision, reflective practice, education and training.

Communication and relationships

1. Communicate with internal staff and external agencies to ensure compliance with performance targets and strategic objectives. Involves negotiation and diplomacy; undertakes presentations to staff groups and the other system led initiatives where necessary.
2. The post holder will be required to have regular contact with internal and external stakeholders and will often need to engage with them over sensitive, complex, contentious, and confidential issues.
3. Participate in relevant internal and external working groups/projects, services, and initiatives to provide project, information and analytical advice and expertise.
4. Present project information and issues, explaining complexities, to a wide range of stakeholders.
5. To liaise with other areas of the organization to share best practice.
6. Contribute to information systems for collecting, evaluating, and interpreting large volumes of intricate data to identify key results and that contribute towards objectives in line with the strategies.
7. To demonstrate effective teamworking skills, working collaboratively with the MDT including NHS and external services to provide patient- centered care
8. To maintain clinical records using the SystemOne electronic records system in accordance with best practice guidelines
9. Demonstrate high level, adaptable communication skills
10. Promotes a model of a culture that provides equality, diversity and belonging. The postholder must be aware of and committed to Equality and Diversity policies and comply with all the requirements of these policies and actively promote Equality and Diversity issues relevant to the post

Planning and implementation

1. Create and implement operational plans, clearly identifying links to national, regional,

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- and local priorities and policy objectives.
 - 2. Contribute to the development and implementation of general policy and service development.
 - 3. Develop and implement strategies for improving performance.
 - 4. Drive and lead development and improvement of processes in collaboration with the Allied Healthcare Professional Lead.
 - 5. Ensure stakeholder representation is engaged throughout the cycle.
 - 6. Drive process efficiency in the continuous development of the end-to-end cycle and its associated performance metrics.
 - 7. Accountable for short, medium and long-term strategic business plans, achieving quality outcomes.
 - 8. Responsible for linking people, resources, and strategy to organisational strategy.
 - 9. Collect and analyse data or areas of activity in relation to performance targets, strategic objectives; develop strategies, business plans, and advise in areas where expert opinion differs.
 - 10. Evaluate, interpret, and locally implement best practice.
 - 11. Develop and implement qualitative and quantitative measures to determine performance against the organisational strategy. Report progress against the strategy through personal representation at senior management meetings and by written reports to appropriate governance committees
 - 12. Ensure that best practice is developed and delivered at organisational and departmental levels. Challenge ways of working and persuade, motivate, and influence others to realign their practice where necessary.
 - 18. Advise on innovative opportunities and support all relevant departments/ disciplines in their strategies and programmes to maximise service benefits.

Policy, Service Development and Governance Responsibilities

- 1. To identify and assess opportunities for new services and threats to existing services and market developments.
- 2. Responsible for proposing and drafting changes, implementation and interpretation to policies, guidelines and service level agreements (SLAs) which may impact services.
- 3. Initiate and participate in research and audit relevant to development and delivery of the service.
- 4. To be responsible for the investigation of incidents, near misses and potential complaints in line with Acorns policy and procedures relevant to your area of work
- 5. Ensure appropriate governance and reporting of the AHP programme is in place, so that issues, risks and delivery are clearly identified, ensuring workforce challenges are visible to the relevant governance committee.

Budgetary and Purchasing

- 1. Work collaboratively with the Allied Healthcare Professional Lead to remain informed of budgetary impact and position
- 2. Constantly strive for value for money and greater efficiency in the use of these budgets.
- 3. Demonstrate clinical reasoning that supports appropriate use of budgets and supports cost effectiveness

Staff Management

- 1. Completion of annual appraisals– ensuring each team member takes part in the Acorns

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- appraisal process and has a personal development/ training plan.
 2. Responsible for keeping information systems up to date relating to people management
 3. Provide regular direct supervision to individuals in therapy establishment
 4. Be responsible for sickness reporting and review, promoting staff well-being and collaborating with the people team to support individuals to be at work
 5. Support therapy staff continuing professional development, celebrating success and responding to under-performance in line with Acorns policy.

Infection Prevention and Control

All Employees and Volunteers of Acorns will be expected to follow all infection prevention and control policies and procedures to ensure a safe and healthy environment. This includes maintaining best hygiene practices, using personal protective equipment (PPE) as required, and adhering to safety protocols to minimise the risk of infection. It everybody's responsibility to promote a clean and safe environment for staff, children, young people and their families.

Health and Safety

All Employees and Volunteers of Acorns are required to comply with all health and safety policies and procedures in accordance with the Health and Safety at Work Act 1974. This includes taking reasonable care of their own health and safety, as well as that of others who may be affected by their actions. The role involves using personal protective equipment (PPE) when necessary, following established safety protocols, reporting hazards or unsafe conditions, and participating in health and safety training. All Employees and Volunteers of Acorns must actively contribute to maintaining a safe and healthy environment and cooperate with the employer to ensure compliance with relevant health and safety legislation.

Environmental sustainability

All Employees and Volunteers of Acorns are required to support in minimising environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Safeguarding

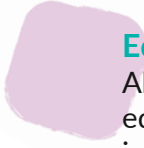
Acorns is committed to safeguarding and promoting the welfare of children and adults and expects all staff and volunteers to share this commitment. It is the responsibility of all staff to always safeguard and protect children and adults at risk, staff must report any concerns as per safeguarding policies and procedures which are available on Acorns internal systems. Every staff member must undertake regular mandatory safeguarding training at a level relevant to their role.

Data Protection and Confidentiality

All Employees and Volunteers of Acorns are required to comply with all relevant data protection laws, including the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). This includes ensuring the confidentiality, integrity, and security of personal and sensitive information. All Employees and Volunteers of Acorns must handle all data in accordance with organisational policies and procedures, ensuring it is only used for its intended purpose and is not disclosed to unauthorised individuals. The role may involve safeguarding personal data, reporting any data breaches, and always maintaining strict

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confidentiality to protect both individuals' privacy and the organisation's legal obligations.



Equality, Inclusivity and Diversity

All Employees and Volunteers of Acorns are required to promote and uphold the principles of equality, inclusivity, and diversity in all aspects of their work. This includes ensuring that all individuals are treated with respect and fairness, regardless of their race, gender, age, disability, sexual orientation, religion, or any other characteristic protected by law. All Employees and Volunteers of Acorns must comply with relevant legislation, including the Equality Act 2010, and contribute to creating an inclusive environment that values diverse perspectives. The role involves actively challenging discrimination and bias and supporting the organisation's commitment to providing equal opportunities for all.

Other Duties:

1. To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working.
2. To contribute to Acorns fundraising aims by raising awareness with your stakeholder groups about how vital fundraising is to the charity's mission and sharing opportunities for fundraising support
3. To put the needs and interests of Acorns children and young people and their families first in all aspects of their work.
4. To ensure compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
5. To actively participate in an annual performance and development review process and any training and development identified to further enhance your role with Acorns.
6. Promote a coaching culture within Acorns and provide coaching expertise as a resource across the organisation.
7. To carry out any other reasonable duty as requested by your line manager.

Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.

Person Specification: Occupational Therapist and Therapies Lead

	Essential	Desirable
Qualifications	> Degree/Qualification in Occupational Therapy > Current registration with the Health & Care Professions Council (HCPC) > Evidence of post qualifying and continuing professional development.	> Evidence of post graduate learning/qualification in leadership and/or management
Experience	> Managing a complex patient caseload > Providing assessment and intervention to children and young people with complex needs > Assessment and provision of equipment to support activity, participation and function, and to support hospital discharge where necessary > Providing leadership and clinical expertise to the MDT > Promoting meaningful occupations to enhance quality of life > Management experience at a senior level in public healthcare related industry. > Experience of working with stakeholders to develop performance improvement plans > Experience and understanding of project management methodologies. > Presentation skills to a very high standard. > Experience of leading audit/quality improvement/research programmes, to improve evidence based practice. > Experience of managing staff.	> Experience in a charity sector > Experience in a palliative/ end of life organisation (preferably children specific) > Experience working with volunteers
Skills and Ability	> Manages team within the constraints of a strategic plan. > Excellent written and verbal communication skills, ability to communicate highly contentious and / or sensitive issues of information to senior managers, external agencies and others. > Ability to analyse numerical and written data, assess options and draw appropriate conclusions. > Ability to work on own initiative and organise workload, allocating work as necessary. > Ability to make decisions autonomously, when required, on difficult issues. > An ability to maintain confidentiality. > Used to working in a fast-paced changing environment. > Adaptability, flexibility, and ability to cope with uncertainty and change. Ability to reflect and critically appraise own performance. > Working knowledge of Microsoft Office with intermediate keyboard skills	
Behaviours	> Will challenge the status quo > Positive, enthusiastic approach & can-do attitude > Curious, always seeking to understand and improve experience of customers > Open to change and continuous improvement > Innovative mindset and passionate about learning > Commitment to the Acorns strategy & its success	

Terms and Conditions of Employment

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Job Title:	Occupational Therapist and Therapies Lead
Responsible To:	Allied Healthcare Professional Lead
Accountable To:	Director of Care and Deputy CEO
Location:	Nearest Acorns Hospice (Walsall, Worcester or Selly Oak) with travel across all hospices
Salary:	Acorns Pay Level F £46,920 to £56,515 per annum (pro rata)
Notice:	12 weeks
Hours:	30 hours per week
Holidays:	27 days plus statutory bank holidays (pro rata)
Pension:	Contribution to Group Personal Pension Plan or NHS Pension Scheme (if already in scheme).
Life Assurance:	Acorns Group Life Assurance Scheme or NHS Pension Scheme Life Assurance cover (if already in scheme)

All terms and conditions will be detailed in writing together with Employee Handbook which must be read and observed.